

# **Edward Byrne Memorial Formula Grant Program FY2004 Funding Announcement & Request for Proposal Community Policing Program**

<b>Total Program Funds Available:</b>	\$150,000
<b>Type of Award:</b>	Competitive
<b>Maximum Award Per Project:</b>	Funding requests may not exceed \$30,000 per application
<b>Eligible Applicants:</b>	State agencies and units of local government, including Native American tribes that perform law enforcement functions as determined by the Secretary of Interior.
<b>Project Period:</b>	Project periods may not exceed 12 months.
<b>Match Requirement:</b>	<b><u>Except equipment and non-expendable personal property.</u></b> federal funds may pay up to 100 percent of the project expense. The federal share of equipment costs may not exceed 75 per cent of the total cost of the equipment and personal property expense of the project. The 25 per cent matching funds must be in the form of a cash match. Projects with qualifying cash match will receive priority.
<b>Application Due Date:</b>	NLT 2:00 P.M, local time, August 26, 2004
<b>Funding Source</b>	Byrne Memorial Formula Grant CFDA Number 16.579

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## **Program Response**

Alliances between community residents and the police are essential for making neighborhoods and communities safe and drug-free. Law enforcement agencies have been experimenting with alternative approaches to traditional policing methods in order to increase coordination and interaction with the communities they serve in recent years. These approaches call for police departments to be proactive as well as problem oriented and to act as catalysts for developing and sustaining a coordinated network of services for communities and neighborhoods.

This method of policing is not a particular program per se, but rather a process and a philosophy for conducting daily police services. Proponents of this approach to policing believe that it will provide law enforcement agencies with a broader range of options for addressing the root causes of crime, drug abuse, fear of crime, and criminal victimization; and for improving the quality of life in local communities. In addition, with a proactive orientation to policing, law enforcement and other municipal agencies will be in a better position to assist in developing grass roots self-help approaches to crime and drug problems.

The Violent Crime Control Act of 1994 placed heavy emphasis on community policing programs. The Attorney General established the Office of Community Oriented Policing Services (COPS) within the United States Department of Justice to implement the "Cops on the Beat" grant provisions of the Act. Through this program, many Maine communities received funds to initiate or expand community-policing programs.

Concurrent with these national level efforts, the Justice Assistance Council seeks to promote and support community policing through local Byrne Formula grants and technical assistance to State and local departments.

### **Community Policing Program Purpose**

The purpose of this program is to develop and demonstrate community-policing strategies that focus on crime and drug demand reduction at the community level. The program involves the co-production of public safety through extensive partnership efforts between law enforcement, other local government agencies, businesses, schools, community/civic organizations and citizens.

### **Goals**

To improve the quality of life in neighborhoods by creating an environment that stimulates police, other governmental agencies and community residents to work closely together to solve problems of crime and neighborhood disorder. We seek:

- To explore and demonstrate the potential of community-oriented policing in drug abuse and crime prevention, deterrence and control.
- To develop and demonstrate innovative model strategies promoting a police service orientation that is effective in drug demand reduction, crime reduction, and prevention at the community level.
- To establish a relationship between the community and the police that reduces isolation, opens up avenues of communication and collaboration, and embodies shared responsibility for the safety of our citizens.

### **Objective**

We envision the Community Policing Program will provide law enforcement and other local governmental agencies with a broader range of options for addressing the root causes of crime, drug abuse, fear of crime, and criminal victimization while improving the quality of life in local communities.

The program is based on the premise that the entire community must address crime and drug problems, not just law enforcement agencies. In addition, top-level management support and involvement is required for overall management of these projects.

In order to achieve this, we need innovative, comprehensive, proactive and problem solving strategies, which emphasize demand reduction; involve law enforcement, other city/town agencies, social and religious organizations, businesses, schools, and citizens; and which occur within an operational framework of community oriented policing. Programs should:

- Develop grass roots self-help efforts to address crime and drug problems;
- Develop processes for designing and implementing community-oriented, problem solving approaches to crime and drug demand reduction;
- Contain mechanisms promoting the institutionalization of community policing (problem solving) model; and
- Provide for the evaluation of demonstration projects.

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**Critical Elements of Community Policing**

Community policing embraces a philosophy that contains the following critical elements:

- Institutionalization of community policing throughout the law enforcement agency;
- Extensive community interaction and participation;
- Crime analysis/data management coupled with police resources assigned based on geographical areas vs. conducting random patrol;
- Use of problem solving techniques; and
- A multi-disciplinary, inter-agency team of professionals to conduct a needs assessment, plans and designs the best approach, and implement the plan with active community participation.

**Community Policing Program Design**

The implementation process should address, at a minimum, the following critical issues:

- The process by which citizen and business groups, government agencies and law enforcement will identify community-wide problems, develop prevention strategies and implement those strategies;
- Crime data analysis utilization. There should be an existing or proposed procedure for analyzing crime data, providing the means for identifying crime trends and patterns on a continuing and routine basis and a method for disseminating the analyzed data; and
- Methods to provide internal training, and training for community groups and organizations, including the type of training offered.

**AREAS OPEN TO CONSIDERATION**

Maine Justice Assistance Council Community Policing Program priority areas open to development are:

- Targeting organization change, particularly first line supervisors, middle managers, and command staff knowledge and competencies in community policing philosophy and practices;
- Building and/or strengthening community partnerships and collaboration;
- Promoting the use of technology to enhance problem solving, data collection and analysis, and to increase patrol officer efficiency and effectiveness.
- Elder abuse

**Period of Project Support:**

The project period may begin no sooner than October 1, 2004. The project period may not exceed one year. Project proposal **must** include a discussion and/or plan for continuation funding of project activities, if appropriate, at the conclusion of the project period. The project objectives **must** be fully attainable within the requested funding period.

**SPECIAL NOTE:** Congress imposed a maximum funding period of 4 years (48 months) in the aggregate for projects funded under the Byrne Formula Grant Program. This funding prohibition applies to individual sub-grants. Agencies previously receiving Community Policing program funding should contact David Giampetruzzi (626-3830) for a determination of remaining eligibility before submitting a proposal.

**Permissible uses of funds include but are not limited to:**

Formalizing problem solving through beat/patrol/patrol profiling and action planning. Officers create the beat/patrol/patrol profile by recording the characteristics and chronic problems of their beat/patrols and by identifying the resources available to address these problems. Police, other local and State agencies and the community then use the beat/patrol profile to develop specific action plans that prioritize problems, identify strategies and provide a means for measuring success.

Increasing patrol officer efficiency through technology, i.e. mobile data terminals for patrol use.

Establishing Community Advisory Committees.

Holding meetings between the law enforcement command representatives, the Community Advisory Committee and other relevant parties at least monthly to identify community issues and problems and to help set broad priorities.

Holding monthly beat/patrol level community meetings, to identify problems and to plan solutions, on each beat/patrol in every district/neighborhood.

Establishing monthly newsletters concerning community policing activities and a telephone hotline for community policing feedback.

Establishing formal relationships with other community service agencies.

Establishing procedures for requesting, logging and following up on requests for services.

Developing service resource guides for distribution to department members.

Cross-training police officers and personnel from other community agencies.

Decentralizing the decision making process so that officers at the beat/patrol level have the opportunity and authority to identify and prioritize problems and to make decisions about how to solve them, and so that supervisors have the chance to be mentors and motivators and to manage people and resources.

Improving crime data collection and analysis capacity, making more accurate and timely information available to personnel to analyze and map crime hot spots, track other neighborhood problems (such as problem liquor establishments) and to share this information with the community.

Establishing new ways of measuring individual performance, rewarding initiative and creativity based on results, not just activities.

Developing and delivering training curricula for community members that will enable them to develop a deeper understanding and appreciation of police work and a greater willingness to take responsibility for the safety of their own neighborhoods.

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Delivering training to supervisors, followed by beat/patrol officers, then rapid response officers, and, finally, other department personnel.

**NON-ALLOWABLE USE OF FUNDS:**

**Salary and benefits to continue Community Oriented Policing (COPS) Office funded positions.  
Indirect Costs**

## **Proposal Requirements:**

**Special Note: Proposed project goals, objectives, and proposed program activities should be clearly defined and congruent with the Community Policing program goal, objective(s), and priority areas listed in this program announcement.**

This solicitation invites applicants to develop and initiate community-policing activities consistent with program goals, objectives and priority areas stated in the program description.

For purposes of this solicitation, applicants **must** demonstrate they meet or will seek to achieve the following criteria:

- Community policing practiced on an agency wide basis;
- Officers trained in community policing with strong problem-solving focus;
- The department has a strong commitment to taking an analytical approach to reducing crime problems;
- The management and organizational styles of the department are participatory, value based, result oriented, decentralized, and focused on innovation, creativity, leadership, and effectiveness.

Submit all proposals in accordance with guidance provided in the Application Kit.

Projects **must** contain an effective evaluation component. Project objectives should be quantifiable, and the proposal should describe how achievement is measured.

Match Requirements: **Except equipment and non-expendable personal property<sup>1</sup>**, federal funds may pay up to 100 percent of the project expense. The federal share of equipment costs may not exceed 75 per cent of the total cost of the equipment and personal property expense of the project. The 25 per cent matching funds must be in the form of a cash match. A project with qualifying cash match will receive funding support priority.

## **SELECTION CRITERIA**

All applications will be evaluated and rated based on the extent to which they meet the following weighted criteria:

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<sup>1</sup> Equipment is tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit; personal property means any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copy rights).

Soundness and Innovation of the Proposed Project	25 Points
Evaluation and Project Assessment	25 Points
Community Partnership/Problem Solving	25 Points
Budget Narrative and Worksheets	25 Points

**Review and Selection:** A Review Committee comprised of Maine Justice Assistance Council (MJAC) members will review and rate proposals. Each proposal will receive numerical ratings using questions written to cover the types of projects or solicited service based on the above categories. Copies of questions are at the end of this announcement. The Review Committee will make recommendations to the MJAC, which will make final decisions concerning project funding.

**Certified Assurances:** All recipients of Federal grant funds are required to comply with certain requirements contained in various Federal laws, i.e., nondiscrimination. All applicants should consult Rider D - Additional Regulations (included in this package) to understand the applicable legal and administrative requirements.

**Reporting:** Grantees are required to submit quarterly progress and financial reports. A final report, which provides a summary of progress toward the achieving the goals and objectives of the grant, significant results, and any products developed under the grant, is due 90 days after the end date of the grant. The Justice Assistance Council will provide report forms to grantees.

**Submission Requirements:** Submit an unbound, signed original and five copies of the proposal in a sealed envelope. *The envelope must be clearly marked with the bidder's return address and the notation: "Community Policing Proposal: Maine Justice Assistance"* and must be received at the Division of Purchases, Burton M. Cross Building - 4th Floor, State House Station 9, Augusta, ME 04333-0009 by 2:00 p.m. local time, August 26, 2004 at which time and place they will be opened<sup>2</sup>.

To request an application kit, further information or technical assistance in completion of the application, contact Mr. David Giampetruzzi, 626-3830, or by email at [david.a.giampetruzzi@maine.gov](mailto:david.a.giampetruzzi@maine.gov)

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<sup>2</sup> Please note that only proposals actually received and date stamped at the Division of Purchases prior to the stated time will be considered; bidders submitting proposals by mail are responsible for allowing adequate time for delivery.

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## **Community Policing Proposal Evaluation Questions**

### **Soundness and Innovation of the Proposed Project 25 Points**

- Are the proposed project activities congruent with Community Policing program goals, objectives, and areas of interest identified for funding consideration?
- Is the demonstrated need for this project clearly outlined?
- Is the target population appropriately defined?
- Are selection criteria for the population to be served clearly outlined?
- Does the proposal contain a clearly detailed implementation plan for project activities?
- Does the agency/partnership have experience providing described services or conducting program activities?
- Does the proposal satisfactorily address all aspects of the project in a time frame and in a manner that is realistic and likely to be productive?

### **Evaluation and Project Assessment 25 Points**

- Are there well-defined measurable outcome measures for this project?
- Does the plan clearly define how quality and effectiveness will be measured?
- Does the plan indicate interagency involvement in the evaluation process (if applicable)?
- Does the plan indicate how the evaluation information will be used?
- Does the plan define how change will be effected?

### **Community Partnerships/Problem Solving 25 points**

- Does the proposal indicate involvement of other agencies and community organizations?
- Will program activities promote the institutionalization of a community policing/problem-solving model within the organization?
- Does the proposal discuss a problem-solving model that includes interagency collaboration and community involvement?
- Does the proposal reflect crime analysis/data management, coupled with police resources assigned based on geographical areas vs. random patrol, will result?
- Have partnerships been developed?
- Are partnerships in the development stage?
- Will the project be developed, implemented, managed, and monitored by more than one agency?
- Does the proposal reflect collaboration between more than two agencies and/or organizations?
- Are the organizations involved capable of developing, managing, and controlling this type of project?
- Do the personnel, individually and collectively, possess the skill, ability and expertise to fulfill the intent and purpose of their identified roles and/or will the proposal provide such training?
- Is there any indication that the community supports the development and implementation of this project?
- Is there any documentation that this project is meeting a demonstrated organizational/community need?

### **Budget Narrative and Worksheets 25 points**

- Is there a cash match for the grant?
- Does the budget reflect thoughtful analysis and planning?
- Is the budget based on objective data?
- Is the funding request commensurate with the project that is being proposed?
- Does the budget indicate how this project could continue without continuation funding from the Department of Public Safety?
- Does the funding indicate thoughtful use of local resources including match or in kind services?
- Does the budget indicate any type of match funding?
- Are the budget worksheets complete?